

The Grade Scale (A = 93 – 100, etc.) will be loaded at the District level. Each teacher must (1) create or edit categories, (2) set up year-end term weights for each class, and (3) set up category weights for each class.

Login to PowerTeacher and click on Gradebook.

Launch Gradebook

(1) Categories:

1. Double click on a category to open the edit window
2. Change the information as instructed
3. When finished, click OK


Name	Abbrev.	Color	Pts. Possible	Extra Pts.	Score Type	Include in Final Grade
Classwork/ Labs/ Homework	PRAC	Blue	100	0	%	✓
Quizzes	QZ	Orange	100	0	%	✓
Tests /Projects/Book Reviews	TST	Red	100	0	%	✓

Edit Assignment Category

Specify attributes of the Assignment Category

Name:

Abbreviation:

Color:  Blue

These options will be applied as defaults to any new assignments when created for this category.

Points Possible:

Extra Points:

Score Type:


Include in Final Grade: ☒

Edit Assignment Category

Specify attributes of the Assignment Category

Name:

Abbreviation:

Color:  Orange

These options will be applied as defaults to any new assignments when created for this category.

Points Possible:

Extra Points:

Score Type:


Include in Final Grade: ☒

Edit Assignment Category

Specify attributes of the Assignment Category

Name:

Abbreviation:

Color:  Red

These options will be applied as defaults to any new assignments when created for this category.

Points Possible:

Extra Points:

Score Type:

Include in Final Grade: ☒

(2) Year-End Term Weights

1. Select your class
2. Click on Grade Setup
3. Click on Calculations
4. Click on Reporting Term **Y1**
5. Click in **Term Weights**
6. Change the weights to **25 for each quarter** and **0 for E3** (see last page for HS courses)
7. **Save**

PowerTeacher Gradebook: Lindy Williams - Loris Middle

File Edit View Tools Window Help

Classes

2010-2011

1(A) Fluency 8 10-11

2-3(A) Pre-Algebra 10-11

4-5(A) Pre-Algebra 10-11

7-8(A) Algebra 1 Honors 10-11

Student Groups

Active (23)

Topped (0)

Categories

Filter Off

ALL

Classwork/Labs/Homework

Homework

Project

Quiz

Quizzes

Test

Tests/Projects

Scoresheet Assignments Student Info Grade Setup Class Content Reports

Reporting Term: Y1 Mode: Calculations Grade Scales

Reporting Term	Start	End
Y1	08/23/2010 Mon	06/03/2011 Fri
Q1	08/23/2010 Mon	10/25/2010 Mon
Q2	10/26/2010 Tue	01/14/2011 Fri
Q3	01/19/2011 Wed	03/23/2011 Wed
Q4	03/24/2011 Thu	06/01/2011 Wed
E3	06/02/2011 Thu	06/03/2011 Fri

Calculate Y1 final grade using: [copy](#)

☐ Total points

☒ Term weights

☐ Category weights

Number of low scores to discard:

Name	Weight	Percent	Drop Low
Q1	100	25.0%	n/a
Q2	100	25.0%	n/a
Q3	100	25.0%	n/a
Q4	100	25.0%	n/a
E3	0	0.0%	n/a

Revert Save

(3) Category Weights for each Quarter

1. Select your class
2. Click on Grade Setup
3. Click on Calculations
4. Click on Reporting Term **Q1**
5. Click in **Category Weights**
6. Click Add Category (at the bottom)
7. Change the weights to match the table
8. **Save**

Name	Weight (%)
Classwork/ Labs/ Homework	30
Quizzes	30
Tests /Projects/Book Reviews	40

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Student Groups

Active (23)

Tropped (0)

Categories

Filter Off

ALL

Classwork/Labs/Homework

Quizzes

Tests/Projects

Scoresheet Assignments Student Info **Grade Setup** Class Content Reports

Reporting Term: Y1 Mode: Calculations Grade Scales

Reporting Term	Start	End
Y1	08/23/2010 Mon	06/03/2011 Fri
Q1	08/23/2010 Mon	10/25/2010 Mon
Q2	10/26/2010 Tue	01/14/2011 Fri
Q3	01/19/2011 Wed	03/23/2011 Wed
Q4	03/24/2011 Thu	06/01/2011 Wed
E3	06/02/2011 Thu	06/03/2011 Fri

Q1

Calculate Q1 final grade using: [copy](#)

☐ Total points Number of low scores to discard: 0

☐ Term weights

☒ Category weights

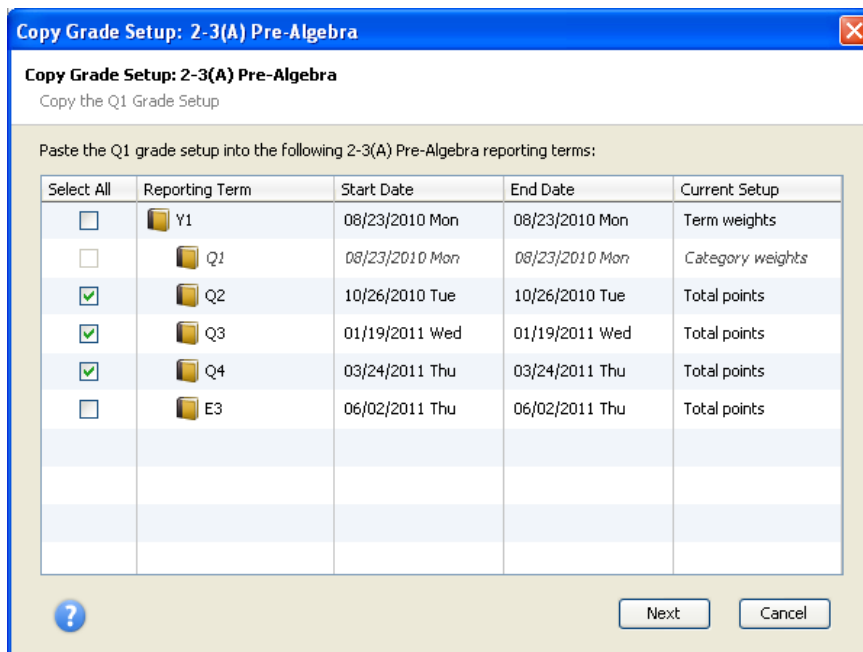
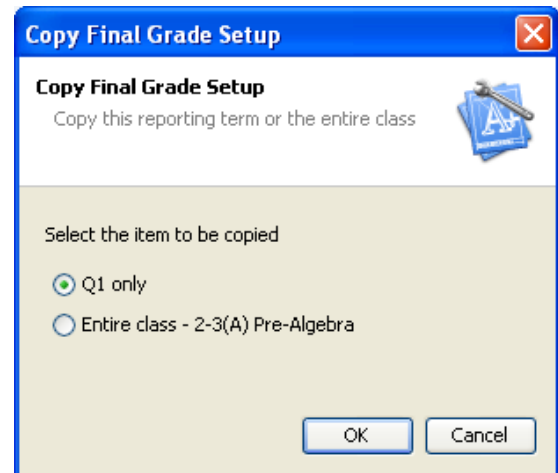
Name	Weight	Percent	Drop Low
Classwork/Labs/Homework	30	30.0%	0
Quizzes	30	30.0%	0
Tests/Projects	40	40.0%	0

+ add category + add assignment - remove

Revert Save

How to Copy Final Grade Setup for a Reporting Term

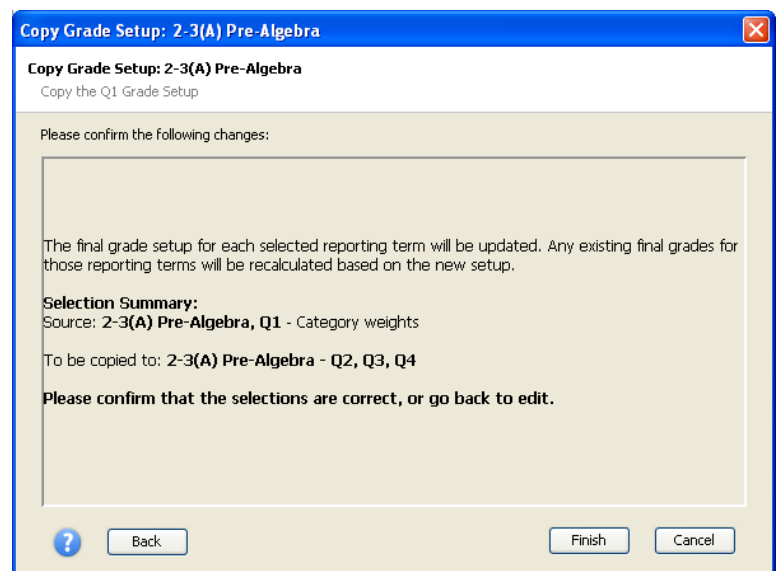
1. Select your class
2. Click on Grade Setup
3. Click on Calculations
4. Select a reporting term
5. Choose **Tools > Copy Final Grade Setup** from menu bar
6. **Copy Grade Setup** dialog appears



Select the checkbox next to the terms to which you want to copy the selected final grade setup.

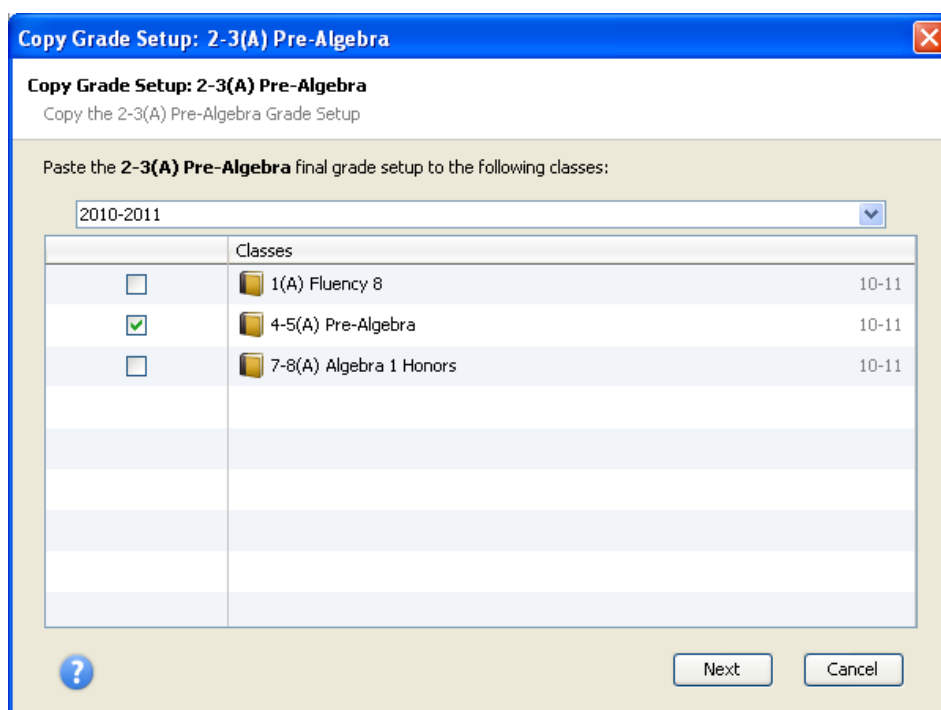
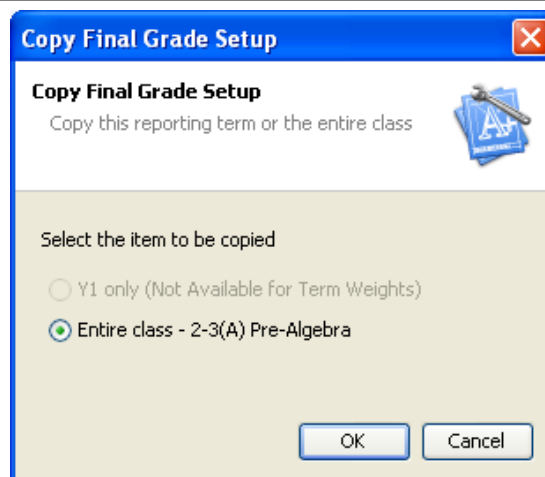
Click **Next**. A confirmation message appears. Click **Back** to change your selections, or click **Finish** to apply your selections.

Click **Save** on the Grade Setup Calculations window to save your changes.



How to Copy Final Grade Setup for an Entire Class

1. Select your class
2. Click on Grade Setup
3. Click on Calculations
4. Select a reporting term
5. Choose **Tools > Copy Final Grade Setup** from menu bar
6. **Copy Grade Setup** dialog appears

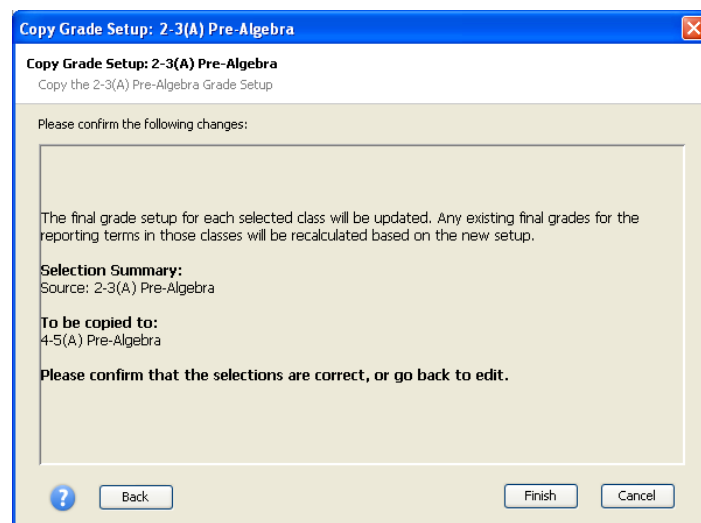


Select the reporting term from the pop-up menu.

Select the checkbox next to the class or classes to which you want to copy the selected final grade setup.

Click **Next**.
A confirmation message appears. Click **Back** to change your selections, or click **Finish** to apply your selections.

Click **Save** on the Grade Setup Calculations window to save your changes.



Settings for High School courses:

Year-End Term Weights

1. Select your class
2. Click on Grade Setup
3. Click on Calculations
4. Click on Reporting Term **Y1**
5. Click in **Term Weights** and on the arrows to expand the selections
6. Change the weights to **20 for each quarter** and **20 for E3 (final exam)**
7. **Save**

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File Edit View Tools Window Help

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Student Groups

Active (27)

Dropped (0)

Categories

Filter Off

ALL

Classwork/Labs/Homework

Quizzes

Tests/Projects

Scoresheet Assignments Student Info **Grade Setup** Class Content Reports

Reporting Term: Y1 Mode: Calculations Grade Scales

Reporting Term	Start	End
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Q3	01/19/2011 Wed	03/23/2011 Wed
Q4	03/24/2011 Thu	06/01/2011 Wed
E3	06/02/2011 Thu	06/03/2011 Fri

Y1

Calculate Y1 final grade using: [copy](#)

☐ Total points

☒ Term weights

☐ Category weights

Number of low scores to discard: 0

Name	Weight	Percent	Drop Low
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Q2	100	20.0%	n/a
Q3	100	20.0%	n/a
Q4	100	20.0%	n/a
E3	100	20.0%	n/a

Revert Save